

**ARIZONA DEPARTMENT OF EDUCATION**

**Jaime A. Molera**  
Superintendent of  
Public Instruction



STATE OF ARIZONA

School Finance  
1535 West Jefferson  
Phoenix, Arizona 85007  
(602)-542-5695  
(602)-542-3099 fax

---

**SCHOOL FINANCE MEMORANDUM 02-014**

**TO:** Personnel Director  
**FROM:** Shirley Willis  
**DATE:** October 15, 2001  
**SUBJECT:** Preliminary SDER Report

Enclosed are instructions for the FY 2001-2002 SDER (School District Employee Report).

The primary use of SDER data is to calculate your district's Teacher Experience Index (TEI), which has an effect on your budget limit and equalization assistance (state aid). Please remember that the TEI for the state can be computed **ONLY** when **ALL** districts have corrected and certified their SDER report to be accurate.

This year all districts must submit their data either on-line or if you have your own reporting system (those districts who have submitted on tape previously) you need to make sure your data is in a text file format. You can find the file format at:

**<http://www.ade.az.gov/services/mis/filelayout/sais.asp>**

To upload the text file you must have a common logon and access to School Finance web upload. After submitting your text file please contact Shirley at 602 542-8245 so that a copy of your error update file can be e-mailed to you.

To access your data on-line you must also have a common logon and have access to SDER. If you do not have a common logon, please check with your business manager or superintendent to see if you have been approved to have one. The superintendent may request a logon for you by going to the ADE common logon page to the application access menu and selecting request logons with access to SDER.

You will be able to access your district information on-line by going to:

**<https://www.ade.az.gov/commonlogon>**

If you have a technical problem please contact the Regional Training Center in your area. They will be happy to assist you in any way regarding the application of the on-line system. Please see the following listing for the Regional Training Center closest to you.

### Regional Training Centers

<u>COUNTY</u>	<u>RTC Location</u>
Mohave, Yavapai, Coconino, Navajo, Apache, La Paz, Yuma	Flagstaff (928) 527-6122
Maricopa, Gila	Tempe (480) 965-3366
Pima, Pinal, Santa Cruz	Tucson (520) 225-4959
Graham, Greenlee, Cochise	San Simon (520) 830-5128

Districts that are using the SAIS on line system **do not** reset school data. The information on-line for your district has had the years experience increased by one (1) and employees who were new last year have been changed from Y to N.

Please be sure that all individuals placed on the certified list have been certified through the State of Arizona Certification Unit. If an individual does not have a certificate they must be placed on the classified list.

Superintendent's salary must be included in your SDER Certified Report under code 100 (A.R.S. 15-255). Individuals with codes 200 through 411 cannot be listed at the district office.

Information from the SDER is also used to complete the EEO-5 report for your district. With care in updating and correcting the SDER, the ADE will be able to produce your district's EEO-5 report and save your staff many hours of work.

**Even though statute requires SDER to be received by OCTOBER 15, 2001 (ARS §15-941 C.), we will be processing data through November 09, 2001.**

After reading through the instructions and examples, if you have any questions, please call Shirley at 602 542-8245.